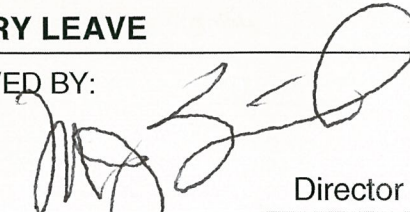




**LAC
DMH**
LOS ANGELES COUNTY
DEPARTMENT OF
MENTAL HEALTH

DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT MILITARY LEAVE	POLICY NO. 604.02	EFFECTIVE DATE 02/02/2015	PAGE 1 of 1
APPROVED BY:  Director	SUPERSEDES 10/01/1989	ORIGINAL ISSUE DATE 04/02/1979	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide policy concerning the right for military leave of absence and return to work following the conclusion of military leave.

DEFINITION

- 2.1 **Military Leave:** Time off for certain types of active or inactive duty in the National Guard or as a Reserve of the Armed Forces.

POLICY

- 3.1 When an employee submits a military order for leave, all applicable rules and regulations will be considered in determining if a military leave of absence shall be granted.

PROCEDURE

- 4.1 Military leave of absence shall be granted by the appointing power in accordance with provisions of the applicable sections of the Los Angeles County Code (Authority 1) and the California Military and Veterans Code (Authority 2).
- 4.2 In the event that a military leave is granted, based on the length of absence, the employee is entitled to his/her previous position or a position of similar seniority, status, and pay following the return from military duty.

AUTHORITY

- [Los Angeles County, California, Code of Ordinances Title 5 Appendix 1 Rule 16.03 \(Ord. 88-0020 §1 \(part\), 1988\)](#)
- [California Military and Veterans Code §389-399.5](#)

RESPONSIBLE PARTY

LACDMH Human Resources Bureau